



How to Publish your Reserve Center/Unit News in the "Readiness Reporter"

Deadlines for publication

- 15 March for April's edition
- 15 June for July's edition
- 15 September for October's edition
- 15 December for January's edition

Required Format for News Articles

- Try to match up a news article with a RC8 PA Plan theme.
 - Word 97 format or included as text inside an e-mail.
 - No more than 1 page single-spaced. Include POC information and full names of all people mentioned in story.
 - Need articles about unit exercises. Supporting action photographs a plus.
- *See RC8 NOTE 5720 dtd 3 Feb 2000 for additional explanation and references.**

Required Format for Photographs

- Digital images: 3" X 5" 300 dpi or better color photographs sent via e-mail as a BMP, JPG or TIF file. If you ever wonder why an image doesn't appear clear in the "Readiness Reporter", most likely it was an inferior quality scan.
- Do not include images within a text document; send as separate attachments.
- Photos received by mail can be returned at your request.

Contact Information

JO1 Crystal M. Raner, RC 8 Asst. PAO
E-mail: rc08n01k@navresjax.jaxm.navy.mil
Phone: (904) 542-2486 **Fax:** (904) 542-4180
Mailing Address:
 COMMANDER
 NAVRESREDCOM EIGHT
 BOX 90, NAS
 JACKSONVILLE, FL 32212-0090
 ATTN: PAO/CODE N01H1

Pondering Thoughts

1. Does your command send awards submissions to RC 8 PAO?
2. Does your command purchase disposable cameras?
3. Does your command have a Collateral Duty PAO?
4. Is your command using the expertise of your Reservist Journalist?